

1 BILL NO. S-90-06- 38

2 SPECIAL ORDINANCE NO. S- Withdrawn

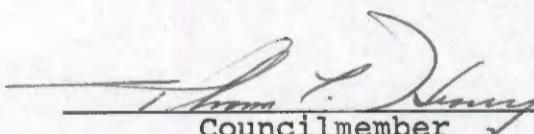
3 AN ORDINANCE approving the awarding of
4 Reference #1417 by the City of Fort
5 Wayne, Indiana, by and through its
6 Department of Purchasing and SAUL'S
7 CLEANING SERVICE for the Park
8 Department.

9 NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF
10 THE CITY OF FORT WAYNE, INDIANA;

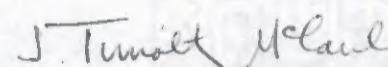
11 SECTION 1. That Reference #1417 between the City of
12 Fort Wayne, by and through its Department of Purchasing and
13 SAUL'S CLEANING SERVICE for the Park Department,
14 respectfully for:

15 the purchase of supplies and labor to
16 clean park grounds and buildings for two
17 (2) seasons: July 1990 through
18 September 1990 and May 1991 through
19 September 1991, for the Park Department;
20 involving a total cost of Thirty-Five Thousand and no/100+/
21 Dollars (\$35,000.00+/-), all as more particularly set forth
22 in said Reference #1417 which is on file in the Office of
23 the Department of Purchasing, and is by reference
24 incorporated herein, made a part hereof, and is hereby in
25 all things ratified, confirmed and approved.

26 SECTION 2. That this Ordinance shall be in full force
27 and effect from and after its passage and any and all
28 necessary approval by the Mayor.

29 
30 Councilmember
31

32 APPROVED AS TO FORM
AND LEGALITY

33 
34 J. Timothy McCaulay, City Attorney
35

REF. NO.: 1417
DEPT.: PARK DEPARTMENT
DATE: 6/13/90
ITEM/SERV.: CLEAN PARK GROUNDS/BUILDINGS

PURCHASING INFORMATION

ADVERTISED BID: YES
DATES ADVERTISED: 2/15/90 & 2/22/90
OPENING DATE: 3/8/90
WRITTEN QUOTE:

DUE DATE:

VERBAL QUOTE:

SINGLE SOURCE:

NO. OF VENDORS NOTIFIED: 18
NO. OF VENDORS RECEIVING BID: 4
NO. OF VENDORS RETURNING BID: 3
NO. OF VENDORS DISQUALIFIED: 0
NO. OF VENDORS NOT RESPONDING: 15

DATE SENT TO DEPT FOR RECOMM.: 3/8/90

DATE RECOMMENDATION REC'D IN PURCH: 6/8/90

COUNCIL INFORMATION DATES SENT EXTENSION DATES

DATE INFO SENT TO LAW DEPT.: 6/13/90

INTRODUCTION DATE: 6/26/90

DISCUSSION DATE: 7/3/90

PASSAGE DATE: 7/10/90

ORDINANCE NO.:

REFERENCE NO. 1417
CLEAN PARK GROUNDS
PARK DEPARTMENT

ITEM	QTY	UNIT	ANTHONY WAYNE	SAUL'S CLEANING	I C S S
COST PER MONTH	8	MO	\$5,638.60	\$45,108.80	\$4,375.00
				\$35,000.00	\$6,000.00
					\$48,000.00

FRONT PAGE/INVITATION TO BID
DEPARTMENT OF PURCHASING
CITY OF FORT WAYNE, ALLEN COUNTY, INDIANA
ONE MAIN STREET - ROOM 350
PHONE 219-427-1101

BID OPENING DATE 3-8-90 @ 11:00 AM BID REFERENCE # 1417

SEALED BIDS SHOULD BE DELIVERED TO DEPARTMENT OF PURCHASING, ROOM 350, CITY-COUNTY BUILDING UP TO 11:00 A.M. ON OR BEFORE OPENING DATE.

SEALED BIDS WILL BE OPENED PUBLICLY AT 11:01 A.M. IN THE BOARD OF WORKS & SAFETY CONFERENCE ROOM ON THE THIRD FLOOR OF THE CITY-COUNTY BUILDING. "NO LATE BIDS WILL BE ACCEPTED AFTER 11:00 A.M. FOR ANY REASON WHATSOEVER".

THIS INVITATION FOR BID IS FOR SUPPLIES & LABOR FOR THE CLEANING OF PARK GROUNDS & FACILITIES AT A NUMBER OF LOCATIONS THROUGH OUT THE CITY OF FT WAYNE PER SPECIFICATIONS

AND REQUESTED BY PARK DEPARTMENT

THIS BID REQUIRES A XXXXX 5% BID BOND, CERTIFIED OR CASHIER'S CHECK OF ALL BIDDERS.

THIS BID REQUIRES A XXXXX 100% PERFORMANCE BOND OF SUCCESSFUL BIDDER(S).

PROMPT PAYMENT DISCOUNTS WILL BE ALLOWED AS FOLLOWS: 2 % IF PAID WITHIN 10 DAYS.

THIS INVITATION IS ISSUED TO ESTABLISH A CONTRACT TO SUPPLY THE CITY OF FORT WAYNE WITH A COMMODITY OR SERVICE IN ACCORDANCE WITH ACCOMPANYING SPECIFICATIONS.

THE EXECUTION HEREOF BY THE BIDDER IS ACCEPTANCE OF ALL TERMS AND CONDITIONS HEREIN AND IN THAT REGARD THE BIDDER AGREES TO BE BOUND BY SAME AND BE BOUND TO THE AMOUNT OF HIS/HER BID FOR A PERIOD OF NINETY (90) DAYS.

FIRM NAME SAUL'S CLEANING SERVICE
STREET ADDRESS 2924 S. Calhoun, Suite 14
CITY Ft Wayne, IN PHONE # 744-1059
BY James O. Saul
REPRESENTATIVE SIGNATURE

BID, OFFER OR PROPOSAL FOR SALE OR LEASE OF MATERIALS

(Defined at I.C. 36-1-2-9.5)
(Please type or print)

1. Governmental Units
2. County:
3. Bidder (Firm):
Address:
City/State:
4. Telephone Number:
5. Agent of Bidder (if applicable):

Date: 3-8-90
City Parks Dept
Allen
SAUL'S CLEANING SERVICE
2924 S. CALHOUN SUITE 14
FT. WAYNE, IN 46807
(219) 744-1059
N/A

Pursuant to notices given, the undersigned offers bid(s) to City Parks Dept (Governmental Unit) in accordance with the following attachment(s) which specify the class or item number or description, quantity, unit, unit price and total amount.

The contract will be awarded by classes or items, in accordance with specifications. Any changes or alterations in the items specified will render such bid void as to that class or item. Bidder promises that he has not offered nor received a less price than the price stated in his bid for the materials included in said bid. Bidder further agrees that he will not withdraw his bid from the office in which it is filed. A certified check or bond shall be filed with each bid if required, and liability for breach shall be enforceable upon the contract, the bond or certified check or both as the case may be.

James O. Lanz
Signature of Bidder or Agent

BID OFFER OR PROPOSAL

Attach separate sheet listing each item bid based on specifications published by governing body.
Following is an example of the bid formats:

Class or Item	Quantity	Unit	Description	Unit Price	Amount
<u>See Attached</u>					

NON-COLLUSION AFFIDAVIT

STATE OF INDIANA)
} SS:
Allen COUNTY)

The undersigned bidder or agent, being duly sworn on oath, says that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.

SAUL'S CLEANING SERVICE
Bidder (Firm)
James O. Lanz
Signature of Bidder or Agent

Subscribed and sworn to before me this 5 day of March, 1990.
My Commission Expires: 8-20-91
County of Residence: Allen

BETTY J. GILL
Notary Public Printed Name

allen County

There now being sufficient unobligated appropriated funds available, the contracting authority of (Governmental Unit) hereby accepts the terms of the attached bid for classes or items numbered _____ and promises to pay the undersigned bidder upon delivery the price quoted for the materials stipulated in said bid.

Contracting Authority Members:

Date: _____

Specifications for cleaning park grounds and facilities. Contractor will furnish all labor and material unless otherwise stated below:

1) Scope of Service:

See attached list of parks to be contracted for cleaning maintenance. Park Shelters and Restrooms are divided into specific maintenance classification for janitorial service. Park grounds are not included into maintenance classifications. Service will be provided Monday through Friday. Duration of contract will be two (2) years with the option to renew the contract for one addition year. The third year option will be mutually agreed upon between the contractor and the Park Department. Each year of the contract the vendor will be required to perform their service starting the first day in May until the last day of September.

*1-236-833
422-3700
Min. wage?
1-4-38
FRI/SAT
JAS*

The length of the contract will not exceed three (3) years. Vendors should bid with the three year option in mind. Since the cost of service will not be negotiable after the acceptance of the bid and the contract has been awarded.

2) Scope of Work:

A) Park Grounds

Daily:

- Pick up all litter, paper, glass and any other debris.
- Remove fallen limbs. Large limbs are to be turned in on work orders.
- Remove all broken glass and other debris from all hard surface courts, parking lots, picnic areas, and playground areas.
- Place needed repairs on work orders.

Weekly:

- Inspect all play equipment for repair.
- Place needed repairs on work orders.

B) Park Restrooms

Daily:

- Class B
- Restroom will be checked and cleaned daily.
- Clean and disinfect all stools, urinals, sinks, and fixtures.
- Remove any foreign objects from sinks, stools and urinals.
- Spot clean walls, partitions and doors.
- Pick up all debris and paper off floor.
- Wash floor with garden hose and mop where needed.
- Refill towels and toilet tissue.
- Pick up all paper, broken glass and other debris around the outside area of restroom.
- Remove any graffiti on building; inside and out.
- Replace burned out light bulbs.
- Spray for insect control as needed.
- Empty waste cans.
- Place needed repairs on work orders.

Daily:

- Class C

- Restroom cleaning will vary on alternate days.

(1) - Monday-Wednesday and Friday, check restrooms and complete

the following:

- Same as Daily - Class B.

SPCIFICATIONS (Continued)

(2) - Tuesday, Thursday, check restroom and complete the following:
- Spot clean sink, stool, urinal and partition as needed.
- Pick up all debris and paper off floors.
- Spot clean floor if needed.
- Refill hand towels and toilet tissue.
- Empty trash cans.
- Remove any graffiti.
- Pick up all paper, broken glass and other debris around restroom.
- Place needed repairs on work orders.

Weekly:

- Class B & C
- Wipe clean all window sills and ledges.
- Wash and sterilize floors.
- Use insecticide for pest control, as needed.

Annually:

- Class B & C
- Completely wash down walls - prior to opening.
- Clean light fixtures.
- Sand blast or chemically clean off graffiti on all unpainted brick and cement surfaces, at the end of the season.

C) Park Shelters - Class D

(1) - Before Opening-
- Sweep and hose off patio floor and side walk.
- Clean out fire place.
- Remove graffiti.
- Remove debris thrown on roof.
- Replace burned out light bulbs.
- Place needed repairs on work order.

(2) - After Opening-

Daily:
- Sweep patio floor and sidewalk.
- Spot mop floor where needed.
- Remove broken glass and other litter from shelter and surrounding grounds.
- Remove graffiti.
- Place needed repairs on work orders.

Weekly:

- Hose off patio floor and sidewalk.
- Replace burned out light bulbs.

Monthly:

- Clean out fire place - as needed.
- Remove debris thrown on roof, as needed.

(3) - End of Season-

- Sandblast any graffiti off all unpainted brick and cement surfaces.

3) Insurance:

Submit copy of Certificate of Insurance for Public Liability, personal injury and property damage, also Worker's Compensation.

SPECIFICATIONS (Continued)

4) Cleaning Supplies:

- Contractor will supply a list of all materials and equipment to be used. Park Department may approve, disapprove and recommend any products prior to the start of service.

5) Contractor's Responsibility:

- Submit any work orders on items for repair to the Park Department on a daily basis.
- Any problem found by the Park Department regarding the contractor's quality of work will be corrected within 24 hours of notification by the contractor, or upon any agreed set time by both parties.
- Contractor and their employees are to operate out of company owned vehicles which have clear identification of its name on both sides of the vehicle.
- Contractor is to supply all necessary equipment to perform the service.
- Contractor will be held responsible for satisfactory work in accord with the intent of the specifications.
- Contractor shall be held for any breakage, damage or loss incurred through the carelessness of any of its employees.
- Contractor must name a company representative to work directly with the Park Department representative.
- Contractor will be required to attend, with the Park Department, on any inspections involving the contractor's quality of work; at the Park Departments request.
- Contractor shall submit approved copies of a work check list that is to be used by their employees in performing work as specified.
- Contractor shall submit copies of their completed work inspection forms and also submit and maintain an accurate schedule of inspection time.
- Contractor shall submit and maintain an accurate schedule of when its employees will be performing the services. Park Department will approve schedule.

6) Park Department's Responsibility:

- Provide all paper products, hand soap, light bulbs, work order forms, necessary keys and utilities.
- Review all work performed by the contractor at least once a week. Any problems found will be reported to the contractor within 24 hours through their named representative.

7) Specifications Changes:

- Park Department reserves the right to change specifications at any time.

8) Contractor Period:

- Contract is effective May 1 to September 30, 1990 - 1991 and 1992 option.

SPECIFICATIONS (Continued)

- A thirty-day written notice to terminate this agreement may be submitted by the Contractor or Park Department for any reason. This thirty-day termination notice will be given by one party to the other.

9) Payment: - Contractor will submit an invoice by the fifth day of the month for the previous month's service. Payment will be within thirty-days of receipt of invoice.

10) Cost of Service: - [REDACTED] TOTAL: \$ [REDACTED]

11) Alternate: - Contractor may submit alternate proposal for the owner to consider if they deem it may be to owner's advantage to consider.

4375 per month

\$ 43,750 TOTAL FOR
TWO YEARS

J.O.Saul
3/8/90

8:00 a.m.

SAUL'S CLEANING SERVICE

Commercial • Industrial • Residential (219) 744-1059

2924 S. Calhoun • Suite 14 • Fort Wayne, IN 46807

BID OFFER OR PROPOSAL

City Parks Dept

Supplies & Labor for 4375 mo \$43750
The cleaning of Park
Grounds & Facilities
at a number of
locations throughout
City of Ft. Wayne per
specifications
(24 yrs)

J. Saul
3/8/90

Read the first time in full and on motion by
seconded by _____, and duly adopted, read the second time by
title and referred to the Committee on _____ (and the
City Plan Commission for recommendation) and Public Hearing to be held after
due legal notice, at the Council Conference Room 128, City-County Building,
Fort Wayne, Indiana, on _____, the _____, day
of _____, 19_____, at _____ o'clock _____.M.,E.S.T.

DATED: _____

SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by
seconded by _____, and duly adopted, placed on its
passage. PASSED LOST by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT
<u>TOTAL VOTES</u>	_____	_____	_____	_____
<u>BRADBURY</u>	_____	_____	_____	_____
<u>BURNS</u>	_____	_____	_____	_____
<u>EDMONDS</u>	_____	_____	_____	_____
<u>GIAQUINTA</u>	_____	_____	_____	_____
<u>HENRY</u>	_____	_____	_____	_____
<u>LONG</u>	_____	_____	_____	_____
<u>REDD</u>	_____	_____	_____	_____
<u>SCHMIDT</u>	_____	_____	1	_____
<u>TALARICO</u>	_____	_____	_____	_____

DATED: _____

SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne,
Indiana, as (ANNEXATION) (APPROPRIATION) (GENERAL)
(SPECIAL) (ZONING MAP) ORDINANCE RESOLUTION NO. _____
on the _____ day of _____, 19_____,

ATTEST

SEAL

SANDRA E. KENNEDY, CITY CLERK

PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on
the _____ day of _____, 19_____,
at the hour of _____ o'clock _____.M.,E.S.T.

SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this _____ day of _____
19_____, at the hour of _____ o'clock _____.M.,E.S.T.

PAUL HELMKE, MAYOR

DIGEST SHEET

TITLE OF ORDINANCE: Special

DEPARTMENT REQUESTING ORDINANCE: Purchasing

SYNOPSIS OF ORDINANCE: An ordinance approving the award of Ref. No. 1417 for cleaning services for Park Department grounds and buildings. The cost reflects the lowest and most responsive of three (3) vendors.

S-50-06-3P

EFFECT OF PASSAGE: Supplies and labor to clean park grounds and buildings for two seasons: July 1990 through September 1990 and May 1991 through September 1991.

EFFECT OF NON-PASSAGE: Would have to be done in house at a higher cost.

MONIES INVOLVED: Saul's Cleaning \$35,000.00 +/-

PRICE AGREEMENT: Yes

PURCHASE ORDER:

SOURCE OF FUNDING: Park Dept 121-121-P280-4365

PRIOR APPROVAL:
(IF APPLICABLE)

DATE:

BILL NO. S-90-06-38

REPORT OF THE COMMITTEE ON FINANCE

THOMAS C. HENRY, CHAIRMAN
DONALD J. SCHMIDT, VICE CHAIRMAN
BRADBURY, BURNS, GIAQUINTA

WE, YOUR COMMITTEE ON FINANCE TO WHOM WAS
REFERRED AN (ORDINANCE) (~~RESOLUTION~~) approving the awarding of
Reference #1417 by the City of Fort Wayne, Indiana, by and through
its Department of Purchasing and SAUL'S CLEANING SERVICE for the
Park Department

HAVE HAD SAID (ORDINANCE) (RESCOLXKIONX) UNDER CONSIDERATION
AND BEG LEAVE TO REPORT BACK TO THE COMMON COUNCIL THAT SAID
(ORDINANCE) (RESCOLXKIONX)

DATED:

Sandra E. Kennedy
City Clerk

17

M E M O R A N D U M

TO: City Clerks Office **DATE:** July 10, 1990
FROM: Dennis Noak, Parks and Recreation *Dennis Noak*
SUBJECT: Park Cleaning Ordinance

Please pull Park Cleaning Ordinance that Council was to discuss tonight. It's for awarding a contract to Saul's Cleaning, for cleaning park grounds/buildings - ref bid no. 1417.